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Department of Education

SYLLABUS

OF

COURSES AND EXAMINATIONS

FOR

Teachers' Certificates

IN THE

Commercial Subjects

(Amended 1937)

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COURSES AND EXAMINATIONS FOR TEACHERS' CERTIFICATES IN THE COMMERCIAL SUBJECTS

COURSES OF STUDY

Elementary Commercial Course

Shorthand Theory
Shorthand Practice and Transcription
Typewriting
Bookkeeping
Penmanship
Minor Methods in Commercial Subjects

Intermediate Commercial Course

Business Correspondence and Filing
Office Practice and Business Papers
Business Law
Business Arithmetic

Commercial Specialist Course

Arithmetic of Investment
Accountancy Theory
Money and Banking
Theory of Economics
History of Commerce and Industry
and one of the following options:

A. Accountancy Practice
Major Methods in Accountancy, Law, and Economics

B. Secretarial Practice
Major Methods in Secretarial and Office Practice

CERTIFICATES

Elementary: A candidate who obtains credit in the subjects of the Elementary Commercial Course will be granted an Interim Elementary Commercial Certificate, valid for two years in a Public, Separate, High, or Continuation School, or a Collegiate Institute, with a two-year Commercial Course, provided he is otherwise qualified to teach in such schools.

Intermediate: A candidate *(a)* who holds an Elementary Commercial certificate, and *(b)* who obtains credit in the subjects of the Intermediate Commercial Course, will be granted an Interim Intermediate Commercial certificate valid for two years in any school in which he is otherwise qualified to teach.

Specialist: A candidate *(a)* who holds an Intermediate Commercial certificate, *(b)* who holds a High School Assistant's certificate, and *(c)* who obtains credit in the subjects of the Commercial Specialist Course, will be granted an Interim Commercial Specialist's certificate valid for two years.

Permanent: After two years' successful experience thereon duly certified by the Inspector or Inspectors concerned, on application to the Deputy Minister, an Interim Commercial certificate may be made Permanent.

SUMMER COURSES

(1) Each year the Department of Education offers summer courses in all the commercial subjects. If credit in every subject is obtained through the summer courses, attendance at the Summer School will normally extend over two summer sessions for the Elementary Course, one additional summer session for the Intermediate Course, and two more additional summer sessions for the Specialist Course.

(2) Attendance at the Summer School is compulsory for all candidates except under the following conditions:

(a) Candidates who have satisfactory standing in subjects taken at a University which are deemed by the Department of Education to be equivalent to subjects in the Commercial Course may be exempted from attendance and examination in such subjects. A statement from the University showing the standing in the subjects for which exemption is claimed should be submitted to the Deputy Minister upon registration in the Commercial Course.

(b) Candidates who have obtained standing in any of the commercial subjects offered during the regular session of the Ontario College of Education will be exempted from attendance and examination in such subjects. Candidates who have exemption in Typewriting and Shorthand Theory, and who have made adequate preparation in the other subjects of the Elementary Course may be admitted to the second summer session of the Elementary Course.

(c) Candidates who have fulfilled the attendance requirements in a subject, but have failed to pass the examination, will be exempted from further attendance in that subject, but will be required to pass a subsequent examination before standing will be granted. Candidates who attend for less than eighty per cent. (80%) of the classes in a subject, or who fail to complete satisfactorily the class exercises required, or who obtain less than thirty-five per cent. (35%) on the tests and examination, will be required to repeat the attendance in that subject.

(3) To obtain credit in a subject of the Commercial Course, during the summer session, a candidate must *(a)* attend regularly the classes in that subject at the Summer School, *(b)* complete satisfactorily the work prescribed and pass the tests and examination set by the staff of the Summer School.

(4) To provide continuous progress in the Commercial Course for candidates who have been exempted from attendance in a subject, supplemental examinations in the subjects of the Commercial Course are offered during the afternoons of the first week of the Summer School. If a candidate fails in a subject at the supplemental examination, he must attend the classes in that subject for the remainder of the summer session and take the regular examination.

(5) A bulletin giving a list of the text-books required, and indicating the preparation to be made in each subject previous to the summer session, will be issued for each summer. This bulletin may be obtained on application to the Department of Education. Unless adequate preparation is made, a subject cannot be completed during the short summer session.

CORRESPONDENCE COURSES

Teachers may obtain assistance in a subject during the preceding winter from the University Extension Department of the University of Toronto. Correspondence exercises based on bulletins prepared by the Summer School instructors will be carefully read, corrected, and returned to teachers registered in the extension courses. Information respecting the correspondence work may be obtained on application to the Director, University Extension Department, University of Toronto.

DETAILS OF SUBJECTS

Shorthand Theory

The principles of the Isaac Pitman system; writing continuous matter in approved shorthand forms; transcribing sight passages in continuous shorthand.

Shorthand Practice and Transcription

Writing from dictation for ten minutes, in approved Pitman Shorthand, easy material at the rate of sixty words per minute; transcribing of these notes on a typewriter with blanked keyboard; ten minutes to be allowed for revision of notes, and forty minutes for transcription.

Typewriting

A. Typing for ten minutes on a typewriter with blanked keyboard at a net rate of thirty words per minute. (The basis for estimating the number of words shall be five strokes per word.)

B. Application of Typewriting to simple problems in setting up business letters, headings, programmes, invitations, announcements, display work, tabular work.

Bookkeeping

Proprietorship; study of property and claims against this property as assets, liabilities, proprietorship as expressed in the fundamental equation—Assets minus Liabilities equals Proprietorship.

Books and Records: *(a)* Journal—specialized subdivisions, columnar adaptations; the making of entries therein, journalizing, four parts of a journal entry, kinds of entries, e.g., opening, routine, adjusting, closing; authorization of entries, source of entries, various rulings, analytic aspect of cash journal; *(b)* Ledger—use and forms, posting, segregation, accounts, sectioning of ledger, controlling accounts and modifications occasioned thereby, periodic summarization and adjustment, inventories, closing accounts, balancing accounts, detection of errors, rulings, folios.

Reports: Balance Sheet, Income and Expense, Analysis of Proprietorship, preparation of reports and classification of items, typical Balance Sheet Accounts, typical Income and Expense Accounts, two methods of calculating the profit or loss, interdependence of these reports, use, frequency and disposition of reports, comparative statements, limitations of Balance Sheet as an aid to management, forms of the reports.

Transactions: Transactions relating to Single Ownership and Partnership, transmitting funds, purchases and sales, credit, trade and cash discounts, returns and allowances, C.O.D. sales, collections, bank dealings, opening bank account, deposits, withdrawals, overdrafts, interest, collections and exchange, business vouchers, purpose and forms of vouchers, bills of lading, receipt, pass book, bank statement, cancelled cheque, certified invoice, negotiable instruments.

Interpretation of elementary financial statements by means of: percentages, graphs, charts, ratios, bookkeeping vocabulary, business terms and abbreviations within the course, reconciliation statement, schedules, classification of items.

Problems and short sets illustrating and co-ordinating the above theory.

Penmanship

Posture, penholding, position of the paper, movement, development of speed, classification of small and capital letters according to similarity of basic principles;

Graceful, legible business writing; ledger headings; figures; accounts; marking alphabet; writing on the blackboard.

Methods — Minor

A. Methods of teaching business practice and bookkeeping; instructional material; testing program; presenting special topics; text-books; outlining courses; grading papers; practice teaching of lessons.

B. Methods of teaching junior shorthand and typewriting:

(i) First year in shorthand: organization of classes and materials; content of course; analysis of text-book; division of time for various sections of the work; various methods of approach; shorthand penmanship; reading of shorthand; how and when to test; the place of theory in junior classes; how and when to introduce transcription.

(ii) First two years in typewriting; typing room, equipment and supplies; class organization; teacher's preparation; application of general principles to the teaching of typing technique; analysis and prevention of errors; speed development; tests and how to mark them; the second year course; written reports on actual lessons.

BUSINESS CORRESPONDENCE AND FILING

A. To be prepared before attendance at the Summer School:

The place of correspondence in modern business; letter lay-out; introductory, body, and concluding parts of the business letter; clarity of expression; punctuation marks; unity; coherence; emphasis; nouns and capitalization; verbs; pronouns; adjectives; adverbs; prepositions and conjunctions; syllabication; common errors in grammar and sentence structure; exercises to develop clearness, conciseness, completeness, correctness, courtesy; effective opening and closing sentences; core thought and unity in paragraphs; letter tone, avoidance of stock phraseology, vocabulary practice, synonyms, antonymns, homonymns,

B. To be taken during the Summer School:

Lectures and practical work in the following:—The various types of letters with some emphasis on those applicable to school practice: letters containing announcements, invitations, and appointments; letters of inquiry, reply and thanks; orders, remittances, and acknowledgments; letters asking, granting, or declining favours; letters of appreciation, congratulation, and praise; adjustment letters; credit and collection letters, including form letters; letter of application, introduction, and recommendation; sales letters, sales follow-up letters, and business promotion letters.

Filing: meaning and purpose of filing; filing equipment, accommodation and protection; material usually filed; development of filing; suitability of various filing systems to definite types of business; stick files, clip files, box files, Shannon file; horizontal filing; vertical filing; indexing-numerical, geographical, alphabetical, subject, and chronological; cross reference; follow-up systems; direct name or alphabetical-numeric systems; card indexes, ordinary and visible; transferring.

OFFICE PRACTICE AND BUSINESS PAPERS

Office Organization: departments, division of duties; office deportment; efficiency; classification of equipment and labour-saving machines used in the office.

Means of Communication: the business letter; handling incoming and outgoing mail; postal service; the telephone; telegrams, cablegrams, and marconigrams.

Buying, Selling and Shipping Goods: marketing and merchandising; purchasing, purchase order, requisitions; perpetual inventories; selling, sales orders, billing, invoice, credit invoice; consignments, pro forma invoice, account sales; shipping, parcel post, express, freight, express receipt, bills of lading, advice notice, freight bill; monthly statements; foreign trade, customs and duties; mercantile agencies, credit agencies, consular and trade service; reference material.

Banking, Remittances, Business and Legal Papers: bank services; banking forms, deposit slips, cheques, notes, drafts, hypothecation form, travellers' cheques and letters of credit; methods of remitting funds; lien and instalment notes, acceleration clause; due bill, chattel note, warehouse receipt; legal papers, agreement for sale, bill of sale, lease, mortgage, power of attorney, affidavit of execution.

Business Law

Business man and business law; torts—protected rights of the individual in society, bodily security, property security, security of reputation, security of economic relations; guarding against fraud—illegible signature, signing without reading and investigation, searching titles to property, dealing with minors and those of unknown status; Contracts—Statute of Frauds, Statute of Limitations; agency; master and servant—contract of employments—risks assumed by each party to the contract, compensable injuries, minimum wages, discharge of the contract, transfer of property, wills, mortgages, interpretation of the law relating to:

(a) Sale of Goods—the contract, delivery, acceptance and payment, transfer of titles, conditions and warranties, remedies of the buyer, remedies of the seller, conditional sales, bulk sales.

(b) Bills of Exchange—definition, essential terms, acceptance and presentment for acceptance, negotiation, liabilities of parties, presentment for payment, notice of dishonour, protest, holder in due course, defences, fraud and illegality, discharge.

(c) Partnership—Ontario.

(d) Companies—Ontario, Dominion—comparison as to evolution of legal business unit with advantages and disadvantages of present forms; rights, duties and liabilities of persons holding proprietory interests; methods of incorporating with reasons; devices for raising capital with inducements to investors; doctrine of ultra vires, powers of the corporation, effect of exceeding those powers, distribution of the powers of the unit, powers of the majority, of individual members of representations, adjustment of the rights of creditors; dissolution of the corporation; Blue Sky Laws.

(e) Insurance—definition, contract, kinds of insurance, nature of insurance, insurable interest, representations and descriptions, warranties, amount of recovery, premiums, types of policies, surrender values, assignment.

NOTE: Topics (*d*) and (*e*) will be covered by test only, during the Summer School. The student will prepare the work through a study of The Ontario Companies Act and the Ontario Insurance Act.

Business Arithmetic

A. Rapid Calculation: the fundamental operations and the application of short methods to simple business problems.

B. Principles of Commercial Arithmetic: percentage, trade and cash discount, profit and loss, commission, insurance, duties and customs, simple interest, bank discount, exchange, stocks and investments, partnership, partial payments, equation of payments, compound interest, property and income tax, elementary statistics, simple measurement.

Arithmetic of Investment

Compound interest, annuities certain, sinking funds and depreciation, valuation of bonds, the use of interest, annuity, and logarithmic tables, the application of logarithms.

NOTE: The Summer School course will include a rapid review of the foregoing topics with emphasis upon difficult topics and problems. The student will be expected to cover the course previous to his attendance at the Summer School.

Accountancy Theory

Review of the work of the Elementary Course; books of original entry with special columns, subsidiary ledgers, controlling accounts, imprest petty cash, bank reconciliation statements, accounts and statements of non-trading concerns, records common to the three forms of business organization.

Partnership: advantages and disadvantages, adjustments, settlements and dissolution, admission or retirement of a partner, sale of a partnership to a corporation, liquidation by instalments.

Departmental accounts, distribution of expenses among departments, branch systems and records, consignment and current accounts.

Corporation: demand for this form of business unit, advantages, disadvantages, recording capital stock and subscriptions, increase, decrease and retirement of capital stock; use of common and preferred stock and bonds in financing a business; revenue and capital surplus, appropriation and distribution.

Manufacturing Accounts: elementary concepts such as accounting for material, labour, manufacturing expense, methods of distributing manufacturing expense, cost formulae, methods of cost finding and standard costs; methods of calculating and recording depreciation, working sheets, financial statements; sales tax, voucher system, advantages, disadvantages, use of voucher register.

Comparative statements, turnover, valuation and verification of assets and liabilities, analysis and interpretation of reports by means of percentages, ratios, trends, charts, graphs.

Accountancy Practice

Short sets and exercises to illustrate and co-ordinate the foregoing theory; an extension of the principles and practice of manufacturing and cost accounting, elements of cost, job and process types, factory orders, material requisitions, time records, cost ledgers, factory expense, distribution of factory overhead, relation of cost records to general accounts; practical sets to illustrate process costing and job costing respectively; preparation of manufacturing statements and balance sheets.

Methods of financing a business, issue of bonds, at par, at a premium, at a discount, amortization of premium or discount, redemption of bonds, sinking funds, reserves and reserve funds. Sales on the instalment plan, income tax, budgetary control.

Money and Banking

Theory of money, its history and functions; credit; mechanism of exchange; balance of trade and effect on exchange; nature and function of banks; comparison of the banking systems of Canada, United States, and England as to organization, reserves, note issue, redemption fund, and clearing house; trust and loan companies.

Business finance, raising working capital by trade credit and bank loans; corporation finance, stock, bonds, and note issues.

THEORY OF ECONOMICS

A. To be prepared before attendance at the Summer School:

Wealth, income, money, property; social and individual wealth; producers' and consumers' goods; value; utility; theories of value—labour, cost of production, marginal utility; increasing, decreasing, and constant costs; elasticity of demand; production and the factors of production; specialization and exchange; localization of industries; large-scale production; capital accumulation; joint-stock and limited liability forms of business enterprise; wages: time and piece, nominal and real; collective bargaining; theories of

wages—subsistence, wage fund, productivity; standard of living; labour supply restrictions; interest and profit: elements entering into profit; rates of interest; pure profits; rent: Ricardian Theory; rent and cost of production; law of diminishing returns; science and agriculture; rent elements in wages, interest, and profits.

B. The following topics will be treated in detail during the Summer School:

The State and Economic Organization: freedom of enterprise, merits, and defects; regulation of freedom of enterprise by the State; public ownership; private property; profits; monopolies (technical and non-technical).

Protective and Social Legislation: health and personal protection; pure food laws; free compulsory education; usury; child and woman labour; worker's health and safety; compensation; laws limiting freedom of contract; public welfare; tariffs.

Public Finance: functions of the State, public expenditures; capital and revenue; national, provincial, and municipal budgets; purposes, methods, and principles of taxation; national debts.

Labour Problems and Trade Unionism

Wages; unemployment and its remedies; trade unions; employers' associations; collective bargaining; open and closed shops; strikes; lock-outs; arbitration, Industrial Disputes Act; labour legislation, minimum wages, hours of labour; profit-sharing; workmen's councils.

Modern Socialism

The Revival of Immigration

Rational Consumption

HISTORY OF COMMERCE AND INDUSTRY

A. An outline of Commercial History, to be completed as a reading course preparatory to the summer course;

The Commerce of Ancient Egypt, Babylonia, Syria, Assyria, Phœnicia, Greece, Carthage, Rome; mediæval commerce with particular attention to the Levant, the Italian City States, the Hanse League, the Crusades; the great geographical discoveries; the struggle for colonial supremacy; Portugal, Spain, France, The Netherlands, Great Britain; trade and colonial policies; the English Industrial Revolution and a specific study of its effect on one industry; the economic development of the United States and Canada.

B. Detailed treatment of the following topics during the Summer School:

Before the Dawn of History; early England; the manor and its organization; the decay of the manorial system; the towns and the guilds; the growth of national policy; the advent of capitalism; overseas trade and the beginning of Empire commerce and manufacture preceding the Industrial Revolution; agricultural England and the Agrarian Revolution; the expansion of Britain; the Industrial Revolution, (1) its causes and beginnings, (2) its lines of development, (3) social and economic effects; the Free Trade movement; state interference; trade unionism; co-operatives, socialism, etc.

Secretarial Practice

A practical course in Shorthand dictation and transcription. Skill will be developed through review of theory, automatization of short forms and common words, vocabulary study, phrase drills, and extensive reading of Shorthand. Dictated material will include business letters, articles, legal forms, minutes, addresses, statistics. The student will be expected to know the approved methods of setting up business letters and other forms of material. For the final examination the rate of dictation will be from 90 to 100 words per minute, and the rate of transcription 20 to 30 words per minute, according to the intensity of the dictated material.

Major Methods—Accountancy Option

This course embraces methods in Accountancy, business law and economics. In each of these fields consideration will be given to content, instructional material, testing programs, text-books, lesson outlining, use of supplementary source material, related topics, teaching methods. While a few lectures will be given, the course will be developed chiefly by discussion of assigned topics and readings. Special lecturers from business will visit the class and questions on the subject matter of their special addresses may appear on the examination paper.

Major Methods—Secretarial Option

A. Methods in second-and third-year shorthand, including: organization of classes and materials; content of course; text-books, regular and auxiliary; class-room and supplementary reading; dictation material; methods for speed building; transcription.

B. Outlining the course of study in third-year typewriting and office practice; preparation of class assignments and tests; use of reference texts.

Practical work in office routine selected from the fourth-year course; assignment and completion of a fourth-year individual project.